

## **Instructions**

This is a 2-page Adobe Acrobat document. Your certificate is on page 2 of this document.

## **Step 1. Filling Out Your Certificate**

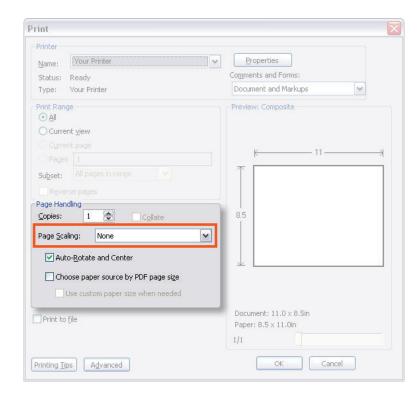
Go to page 2 of this document by clicking the down arrow toward the top-left of this document and enter your desired information in the blue areas that display. If you do not see the blue areas, click on **Highlight Fields** in the upper-right of the document.

## **Step 2. Printing Your Certificate**

To print your certificate, select **File > Print**. For best results, set **Page Scaling** to **None**.

## **Step 3. Adding a Photograph**

After printing, you may adhere a photograph in the bottom center area of the certificate. You may also be able to use programs you have on your computer to electronically add a digital photo.



You may also save your certificate to an external storage device for printing on a printer at a commercial location of your choice. Using high quality paper will enhance the appearance of your certificate.